Program Assessment

Every program must define and implement a program assessment plan. This plan should include most or all of the following elements:

- Articulation of program goals
- An assessment of every course each semester the course is offered. This assessment can use the evaluation instruments used in other engineering courses, or it can use an instrument designed specifically for that course.
- Tracking of student employer and position upon graduation to assess employability of graduates
- Program evaluation by students as they graduate (via exit interviews or online surveys). Evaluation should assess, at a minimum, program curriculum, program format, student support, and recommended improvements
- Program evaluation by recent graduates (3 or more years past graduation) to assess impact upon abilities and career development
- Program evaluation by employers of graduates
- Program evaluation by outside parties (e.g., advisory committee, invited academic/industry reviewers, accrediting organizations)
- A description of how findings are reviewed and the process for making evidence-based changes to the program

Results of program assessment efforts shall be reported to the Master of Engineering Oversight Committee annually no later than September 1 for the preceding academic year.
Criteria for Approval of New Master of Engineering Programs

In order to be approved, a proposal for a new Master of Engineering program must:

- Present a curriculum which satisfies the ME template
- Present a viable business plan with budgets for program development and annual operations. Budgets should address types and amounts of expenditures and revenues.
- Demonstrate market viability of the proposed program. Viability of the program’s curriculum, design and pricing should be validated via a formal market survey. Identify targets and minimum requirements for annual admissions, and extent to which students are expected to be self-supporting or employer-funded. Compare proposed program with current/pending competing programs.
- Outline marketing plan. Address the methods (e.g., print, web, open houses) and infrastructure that will be used to promote the program to prospective students and their employers. Identify strategies for following up with interested parties to increase applications from qualified students.
- Present a plan for managing and administering the program, identifying key staff and infrastructure requirements.
- Present a plan for student services including: recruiting, admissions, advising, academic support, library services, and instructional technology support.
- Demonstrate adequate faculty participation and interest.
- Present a program assessment plan.

Criteria for Terminating Master of Engineering Programs

Occasionally we will want to terminate Master of Engineering programs. There are costs associated with keeping a program alive and those costs may outweigh the program benefits if there is not sufficient activity. The criteria for making such a decision are as follows:

- Is the number of enrolled students sufficient to sustain program?
- Is there adequate faculty involvement?
- Is the program generating adequate revenue relative to its costs?
- Are graduates finding jobs in the field or continuing their education?
- Are students graduating in a timely manner?

Programs unable to cover costs for two consecutive years or otherwise deemed to be seriously deficient should prepare a plan to correct the deficiency or should prepare a plan to terminate the program while completing commitments to currently enrolled students.